



RECREATION COORDINATOR

FLSA Status: Non-exempt
Adopted: February 2004
Revised: November 2006

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general supervisor of the Director of Recreation Services, the Recreation Coordinator is responsible for planning, organizing and supervising program specific aspects of the recreation function. The Recreation Coordinator assists the Director of Recreation Services in the Town's daily recreation programming, including supervision of part-time staff, facility scheduling, maintenance of equipment, games & supplies; management of Recreation Center facilities in the absence of the Director of Recreation Services; and related work as required. Incumbents are normally expected to solve most work problems independently and to refer to supervisor only those matters which involve policy decisions, technical questions and unusual problems, but do not have independent purchasing authority.

DISTINGUISHING CHARACTERISTICS

The Recreation Coordinator works under the general direction and guidance of the Director of Recreation Services. The Recreation Coordinator exercises daily supervision over part-time recreation support staff. May recruit and hire subordinate Recreation Leaders and Recreation Instructors.

TYPICAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Plans, coordinates and implements recreational activities in specific program areas
- Conducts classes and activities
- Supervises of part-time, per diem, and temporary staff
- Supervises and coordinates the activities of a special program area
- Organizes and directs recreational activities for children, adults, senior citizens and the handicapped at playgrounds, community centers and other recreational areas
- Plans and designs programs and instructional classes with assistance of supervisor
- Maintains discipline and encourages observance of required safety precautions
- Maintains records of participation, supplies and equipment
- Issues and ensures the return of recreation equipment
- Collects and accounts for program user fees
- Prepares publicity releases and related materials in connection with specific programs
- Provides information to other departments and the public relating to program activities

- Recruits, screens, recommends for employment part-time, per diem, and temporary staff and volunteers
- Assists in the evaluation of part-time, per diem, and temporary staff and volunteers
- Supervises and trains part-time, per diem, and temporary employees, contractual staff and volunteers
- Conducts program orientation meetings on departmental policy, procedures, and rules.
- Assists in preparing budget materials
- Prepares reports and correspondence
- Report injuries and accidents
- Respond appropriately to emergencies including the application of basic first aid
- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Recreation philosophy, planning and administration
- Operations and techniques used in comprehensive community recreational programming for various target age groups
- Personnel management including hiring, supervising and evaluating part-time staff; departmental and program budget development and monitoring
- Computer use, including spreadsheet, word processing, and graphic presentation software
- Office methods and procedures
- Methods and techniques of administrative analysis
- First Aid practices
- Town and department policies and procedures
- Effective methods of communication, both verbal and written
- Correct business English, including spelling, grammar and punctuation

Ability to:

- Represent the Town in a positive manner
- Exercise excellent customer service including patience and professionalism at all times
- Maintain sound recreation procedures and records
- Explain recreation policies and procedures
- Conceive and effectively propose solutions to problems
- Read, comprehend and interpret rules and regulations regarding governmental operations
- Follow financial procedures
- Establish, maintain and foster cooperative working relations with others
- Express self clearly and concisely in written and verbal communication
- Work flexible schedule including evenings and weekends
- Work effectively with co-workers, the public, and others by sharing ideas in a constructive and positive manner
- Listen to and objectively consider ideas and suggestions from others
- Keep commitments
- Keep others informed of work progress, timetables, and issues
- Address problems and issues constructively to find mutually acceptable and practical business solutions
- Work independently
- Operate a variety of office equipment

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Education equivalent to a two-year degree with an emphasis in recreation, leisure, physical education or closely related field preferred.
- Experience: Two years of progressively responsible full-time recreation experience

Or

Three years as Recreation Leader in the Town of Colma

License and Certificate

Must possess and maintain a valid California driver license. CPR/First Aid certificates required or obtained within 60 days of hire.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Oversee, manage and participate in strenuous physical activities, such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities
- Set up, move, and take down recreational and facility equipment – Lift 50 pounds
- Lead, teach, demonstrate and officiate activities such as games, special events, trips, tours, arts and crafts activities, dances and hikes for a variety of age groups
- Speak, read and understand the English language sufficiently to successfully receive/provide information to/from the public, co-workers, supervisors, etc.
- Attend and participate in weekend and evening activities as assigned
- Draft reports and correspondence quickly and accurately
- Report to work at any hour of day or night as required by disaster or other emergency situation
- Perform duties on a regular and consistent basis except those determined to be incidental
- Operate basic office equipment (i.e. telephone, copier, calculator, etc)
- Demonstrate confidentiality